

Storm Water Multi-Sector General Permit

Report Submittal Step-by-Step

The Multi-Sector General Permit Annual Report Form can now be submitted using the Division of Water's Online Application System. This step-by-step document will guide you through this online process.

Storm Water MSGP Report Submittal

- 1 Go to the Division of Water's Wastewater Discharge Authorization home page at :

<http://www.dec.state.ak.us/water/wwdp/index.htm>

and select the **"Stormwater"** link under **"Program Links"**.



- 2 The Storm Water home page contains links to the Construction General Permit, APDES Storm Water Forms and many other resources for permittees.

When ready to begin the online eNOI application process, click on the **"APDES eNOI"** link under **"Permits/Approvals"**.



3

To access the APDES eNOI System and the MSGP Report Submittal application, click on the **“Complete APDES eNOI Online”** button.

Division of Water
Wastewater Discharge Authorization

DEC > Division of Water > Wastewater Discharge Authorization > Storm Water > APDES eNOI

APDES eNOI
ADPES Electronic Notice of Intent (eNOI)

DEC has developed an eNOI system for electronic entry and submittal of the forms to apply for coverage under the APDES storm water permits. Operators seeking coverage under the APDES storm water permit should not use the EPA eNOI system; they should use the APDES eNOI system. We currently have the Construction General Permit Notice of Intent (NOI) and Notice of Termination (NOT) available on-line. Operators seeking coverage under the Construction General Permit may file their NOI either using the eNOI system or submit paper forms to DEC at the address listed below. At this time the Multi-Sector General Permit forms can only be submitted in paper form and should be sent to DEC at the address listed below.

Prior to entering the APDES eNOI system we recommend the following steps to make it easier to use the system:

1. Read the permit (available on the Construction General Permit page).
2. Read the instructions that go with the NOI or NOT form (available on the APDES Storm Water Forms page).
3. Read the Step-by-Step instructions on how to file the eNOI or eNOT (available in the *Of Interest* box to the right).
4. Fill out the paper NOI or NOT before entering the system so you do not need to look up the information while you are entering data into the system, and
5. If you have questions about the Construction General Permit see the Frequently Asked Questions (CGP FAQs available on the Construction General Permit page).

To enter the APDES eNOI system please click on the button below:

Complete APDES eNOI Online

Paper Submittal of Forms

Please submit your paper forms to:

Alaska Department of Environmental Conservation
Division of Water - Storm Water Program
555 Cordova St.
Anchorage, AK 99501

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Welcome to the **Water Online Application System (OASys)!**

IMPORTANT: Submitting an eNOI requires a **myAlaska** account with a username and password.

If you already have a **myAlaska** account, click on *“Continue to myAlaska”* button to login.

After entering your **myAlaska** user name and password, you will be directed to the Online Application System, ready to fill in the eNOI. **Skip to step 13 in this document.**

If you don’t have a myAlaska account, continue to the next step in this document to create one.

Department of Environmental Conservation
Water Online Application System

Welcome to DEC's Water Online Application System (OASys)!

This system may be used to:

- ★ Apply for ADEC state general permit coverage for contained water and excavation dewatering
- ★ Apply for APDES general permit coverage for construction stormwater, industrial stormwater and offshore seafood processors
- ★ Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, or Municipal Matching Grant questionnaires
- ★ Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- ★ Register a Commercial Passenger Vessel

To view other applications, please go to the Permit Application Portal.

If this is your first time visiting this page and you do not have a myAlaska account, enroll at myAlaska.

To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

Continue to MyAlaska

Please direct questions to DEC.Water.OPAHelp@Alaska.Gov.
For storm water permit applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

OASys Help

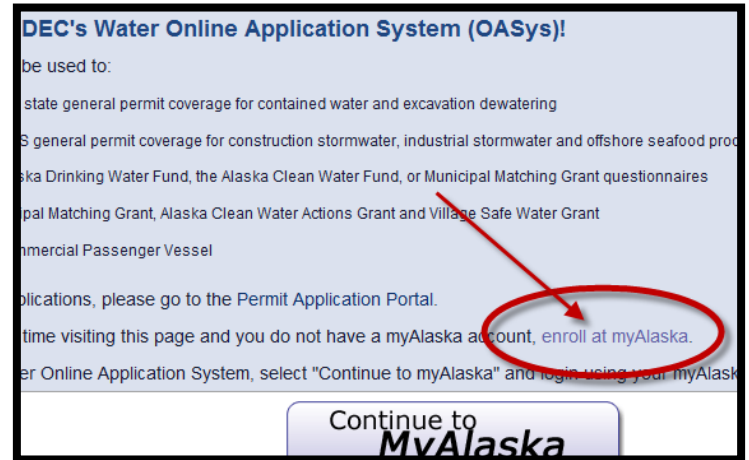
5

If you don't have a **myAlaska** account, select the **"enroll at myAlaska"** link. You only need to create a myAlaska account once!

The next few steps will walk you through setting up a **myAlaska** account.

TIP:

Think of a personal myAlaska account as a driver's license. It is completely acceptable to use it for submitting these applications. However, you can also set up a separate "business" myAlaska account if you would prefer.



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*NOTE: If you already have a myAlaska account, you can **skip down to step 12**.*

After you click on the **"enroll at myAlaska"** link, you will arrive at the **new account** page for myAlaska.

Enter a Username, Password, "Secret Question," and Email Address for your new myAlaska account.

Review the User Agreement, check the **"I accept the User Agreement"** box, and select the **"Start Registration"** button.

Username:

Password:

Verify Password:

Secret Question:

Answer:

Email Address:

Verify Email Address:

User Agreement

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.

☒ I accept the User Agreement

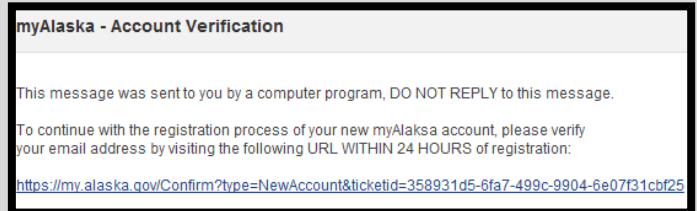
[Start Registration](#)

7 Close the internet browser window and check the email account you entered in Step 5.

*If you cannot locate the email in your inbox, be sure to check your **junk mail** folder.*

	FROM	SUBJECT	DATE ▾
	myAlaska	myAlaska - Account Verification	8:13 AM

8 Open the **myAlaska - Account Verification** email and select the hyperlink in the email.

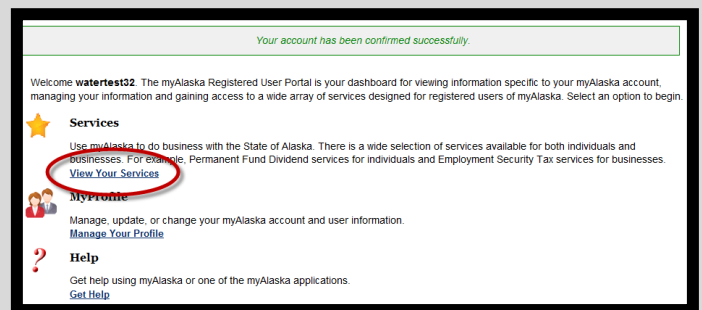


9 The Account Confirmation page will load.

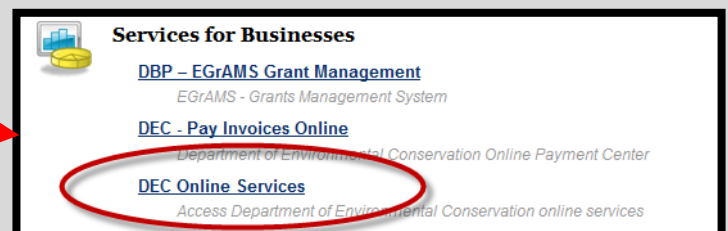
Enter your Username and Password and select the “**Click Here to Continue**” button to confirm your new **myAlaska** account.

10 You will be taken to the **myAlaska Registered User Portal**.

Click on “View Your Services”.



Then, click on “DEC Online Services” under Services for Businesses.



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Read the privacy agreement, check the **Accept** check box, and select Continue.

NOTE: The only myAlaska account information DEC will use is the address and email information.

Privacy Agreement: DEC

By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with the Alaska Department of Environmental Conservation.

☒ I Accept the Privacy Agreement

Continue ->

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You will be directed to the **DEC myAlaska Online Services**.

Click on the link to the **Water Application System (OASys)**

WELCOME TO DEC MYALASKA ONLINE SERVICES

Commissioner Larry Hartig
Deputy Commissioner Dan Easton (907) 465-5096

ADMINISTRATIVE SERVICES

- Online Payment Center
- Public Databases

ENVIRONMENTAL HEALTH

- Food Worker Card Payments
- Drinking Water - Electronic Data Reporting

WATER QUALITY

- Water Application System (OASys)**
- Water and Wastewater Operator Certification

AIR QUALITY

- Air Alerts and Information Signup
- Air Permits, Approvals & Public Notices
- Air Quality Advisories
- Air Quality Complaints
- Point Source Emission Inventory

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After successfully registering for a myAlaska account or after entering your existing username and password, you will arrive at the **“Water Online Application System”**, ready to complete the Notice of Intent application!

Select **“Storm Water Multi-Sector General Permit Report”** from the available categories.

Water Online Application System

State of Alaska > DEC > Online Services > Water Online Application System

Welcome ConorTest BellTest

The following categories are available online. To start the process, select from the tabs below.

Your "In Process" Applications | Permits | **Storm Water** | Grants | Cruise Ship | Questionnaires | Loans

Storm Water Construction General Permit eNOI (AKR100000)

Storm Water Construction General Permit eNOT (CGPNOT)

Storm Water Multi-Sector General Permit eNOI (AKR050000)

Storm Water Multi-Sector General Permit eNOT (MSGPNOT)

Storm Water Multi-Sector General Permit Report (MSGPRPT)

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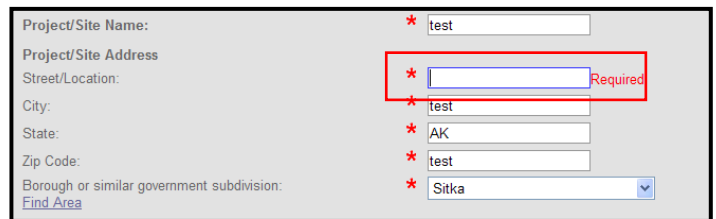
A series of steps will take you through the report submittal application, asking for information pertinent to your facility and allowing you to attach your report. Fill out the information on these steps as completely and thoroughly as possible.

Below you will find a few “Tips” that provide additional information regarding navigation through these application steps.

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TIP:

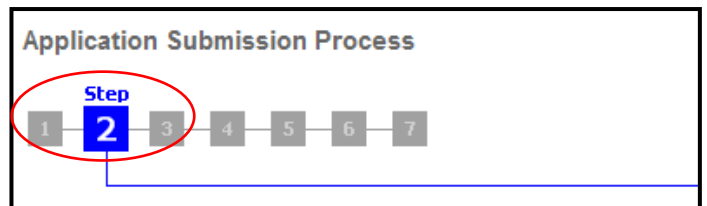
Questions with a star (*) next to them are required. It is completely acceptable to copy and paste text from another document.

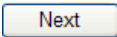
A screenshot of a web form with several input fields. The fields are: 'Project/Site Name:' with a red star and the value 'test'; 'Project/Site Address' with a red star and a red box around it; 'Street/Location:' with a red star and a red box around it; 'City:' with a red star and the value 'test'; 'State:' with a red star and the value 'AK'; 'Zip Code:' with a red star and the value 'test'; and 'Borough or similar government subdivision:' with a red star and a dropdown menu showing 'Sitka'. A red box highlights the 'Street/Location:' and 'City:' fields. A red star is also present next to the 'Project/Site Address' label.

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TIP:

The step numbers at the top of the page can be used to navigate directly to steps that have already been completed.



When finished with a step, go to the next page by selecting the  button in the lower right corner. **NOTE:** Changes to the current page are not saved until you hit “Next”.

A screenshot of a web form showing the 'Next' button. The form has a title '3. Your file attachments:' and a text area. There are 'Attach' and 'Remove' buttons. A message box says 'There are no required attachments for this application type.' The 'Next' button is circled in red.

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TIP:

At any time, you can logout, and your information will be saved.

TIP:

At any time, you can also select the **Overview** button at the bottom of any page to go to the overview step (last step). This step allows you to review your information and to edit previously entered information.

3. Your file attachments:

Attach

Remove

Previous Overview Next

1
5

Step 1 in the report submission process collects general information about the permit and related facility.

Application Submission Process

Step 1 2 3

General Information

Purpose

This step will collect information about your MSGP permit/facility and your report submittal.

* indicates required field

Tracking #: MSGPRPT-0007 Facility: Type: Storm Water Multi-Sector General Permit Report

MSGP Permit Tracking Number: *

Facility Name: *

Facility Street: *

Facility City: *

Facility State: AK

Facility Zip Code: *

Type of Report Submitted: Annual Report

Overview Next

1
6

Step 2 in the report submission process allows you to submit your completed report form and any other related documents by attaching them to the application.

Application Submission Process

Step 1 2 3

Attachments

Purpose

This step will allow you to attach and submit your completed report form.

* indicates required field

Tracking #: MSGPRPT-0007 Facility: sdf Type: Storm Water Multi-Sector General Permit Report

1. Choose a file to attach: Browse...

2. Add the file to the list:

As Type: MSGP Annual Reporting Form

Title:

Description:

Attach

3. Your file attachments:

Usage Tips:

First, use the browse button to select a file from your local system. To see what kinds of files may be uploaded, [click here](#). Then, complete the attachment type, title and description fields before clicking the attach button to add the file to your application attachment list. While the upload is in progress, clicking on any button will cancel the upload. If you would like to remove the file from your application, select it in the list and click the "Remove" button. File size limit is 20MB for each attachment.


Required Attachments*

1. MSGP Annual Reporting Form

*Please note that the above list of attachments are required, but may also be submitted via email, fax, traditional mail, or hand delivered to the appropriate DEC office.

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Step 3 in the report submission process is the “**Application Overview**” page, which gives you an opportunity to review and edit what you have entered so far.

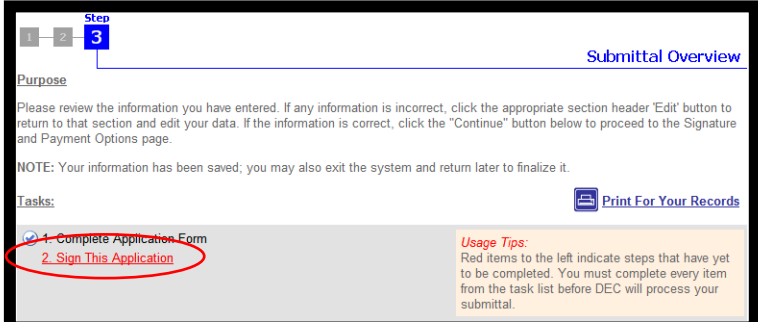
To change any information entered in a previous step, select the  button corresponding to that section.

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After all information is entered and you have reviewed it, you will need to complete the remaining tasks to submit your application.

NOTE: A check will appear next to the task “**1. Complete Application Form**” if the application is completed and ready to be signed.

To go to the **Signature** page, select the “**2. Sign This Application**” link under tasks on the Application Overview page.



The screenshot shows the 'Submittal Overview' page. At the top, there is a progress bar with three steps: 1, 2, and 3. Step 3 is currently selected and highlighted in blue. Below the progress bar, the 'Purpose' section contains instructions: 'Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.' A note states: 'NOTE: Your information has been saved; you may also exit the system and return later to finalize it.' Below the note, there is a 'Tasks' section with two items: '1. Complete Application Form' and '2. Sign This Application'. The first item has a checkmark icon next to it, and the second item is circled in red. To the right of the tasks, there is a 'Print For Your Records' button. At the bottom right, there is a 'Usage Tips' section with the text: 'Red items to the left indicate steps that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.'

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The “**Final Steps**” page gives you the signature options available for signing your Report Submittal application.

- Sign this Application Using e-Signature
(go to step 20 in this guidance)
- Print, Sign and Submit a Hard-Copy Signature Page
(skip to step 21 in this guidance)
- Invite another party to Sign and/or Pay for this Application
(skip to step 23 in this guidance)

Final Steps

Purpose

Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed

Please Note: Your application will not be processed unless it has been signed!

Tracking #:	MSGPRPT-0007	Facility:	Test Site	Type:	Storm Water Multi-Sector General Permit Report
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I would like to...

[Sign this Application Using e-Signature](#)
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

[Print, Sign and Submit a Hard-Copy Signature Page](#)
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader.

[Invite another party to Sign and/or Pay for this Application](#)
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

20

Select “**Sign this Application Using e-Signature**” if you are already validated to electronically sign an application.

NOTE: If you use a **myAlaska** account that has been used to apply and sign for a PFD, you are automatically validated.

Check the box indicating that you agree with the Signing Agreement and enter your **myAlaska** Password. To complete the signing process, click on the “E-Sign” button.

(skip to step 20 in this guidance)

[Sign this Application Using e-Signature](#)
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

Signing Agreement

and clicking on E-Sign, I:

- 1) certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.
- 2) certify that I am JohnTest RandolphTest as identified by the myAlaska identity verification system;
- 3) agree that I am signing this notice of intent under the Storm Water Multi-Sector general permit, AKR050000 and
- 4) agree that I intend to be bound by the electronic record of this notice of intent under the Storm Water Multi-Sector general permit and the electronic record of this signature.

☐ I agree with the above statement

MyAlaska Password

[Back](#) [E-Sign](#)

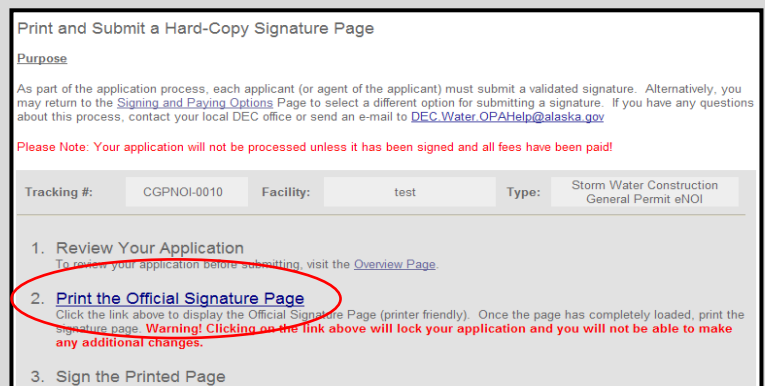
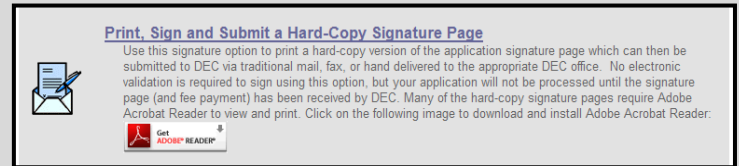
2
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Select **“Print, Sign and Submit a Hard-Copy Signature Page”** to print a hard-copy version of the application signature page.

NOTE: The new signature NOI requires Adobe Acrobat Reader to view and print. Click on the image displayed in the **“Final Steps”** page to download and install Adobe Acrobat Reader.

This page explains the steps for printing and submitting a hard-copy signature page. Click on **“Print the Official Signature Page”** link.

WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.




2 Once printed, fill out your
2 information in the blank fields and
sign and date the page at the bottom.
Note that the person signing the
document must be specified as the
certifier in the application.


Once signed, this page must be
submitted to DEC via email,
traditional mail, fax, or hand
delivered to the **DEC office in Juneau**
at the address shown on the
document.


myAlaska User ID:	cbtest	
Name:	ConorTest BellTest	
Project Name:	Test Site	
Tracking Number:	MSGPRPT-0007	
Address:		
Phone No:		
Email:	conor.bell@alaska.gov	
I certify under penalty of law that this document and all attachments were prepared under my assure that qualified personnel properly gather and evaluate the information submitted. Based on those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true and accurate. I am aware that there are significant penalties for submitting false information, including the possibility of being fined or imprisoned.		
Signature	Printed Signature	Date

Attn: Water Information Management
Division of Water
Alaska Department of Environmental Conservation
410 Willoughby Avenue, Suite 303
P.O. Box 111800
Juneau, AK 99811-1800
Fax Number: 907-465-5177
Phone Number: 907-465-5307
Email Address: DEC.Water.OPAHelp@alaska.gov


2 Select **"Invite another party to Sign**
3 **this Application"** if you need to
assign an alternate signer for your
Application.

Enter the email address for the Signer
and press the  button.

[Invite another party to Sign and/or Pay for this Application](#)

This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected
computer. Upon completion of this process, an instructional e-mail containing a link to this application will be
sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited,
they too may complete these required final steps in the application process.

Assign Alternate Signer and/or Payer for your Application			
<u>Purpose</u>			
This page allows you to assign one (or many) alternate signer(s) and/or alternate payer(s) for your application. By assigning an alternate, you are extending that right to the individual indicated. You still retain the right to either sign or pay for the application, you are simply indicating that other individuals also have that right. Please note that any individual indicated below will be required to apply for (and receive) an un-validated MyAlaska user id prior to signing or paying.			
Please be aware that any e-mail addresses entered using this form will result in an e-mail being sent to that individual.			
Tracking #:	AKR05DA56	Facility:	John's testing
Type:	Storm Water Multi-Sector General Permit eNOI		
I would like to assign an alternate...		Your Alternates:	
<input type="radio"/> Payer			
e-mail Address: <input type="text"/>			
<input checked="" type="radio"/> Signer			
e-mail Address: <input type="text"/>			
<input type="radio"/> Signer and Payer			
e-mail Address: <input type="text"/>			
E-mail Comment (optional) *This comment will be sent to all alternates			
<input type="text"/>			

WARNING:

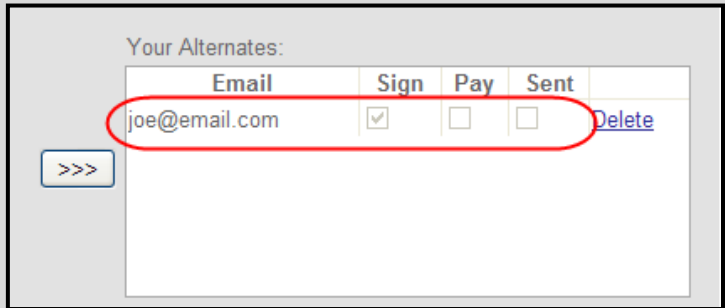
You **must** press the  button to add your alternate signer. The email will be displayed in the “Your Alternates” box to the right.

An instructional email containing a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.

NOTE: *The alternate signer will need to have a myAlaska account.*

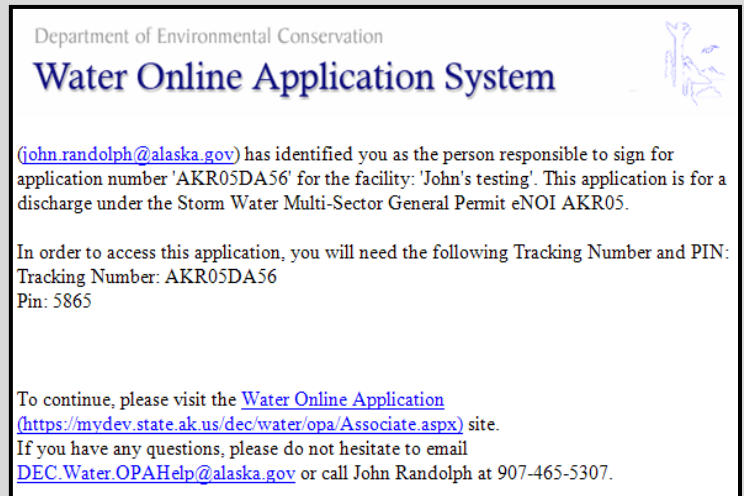
After clicking on the link provided in the email, the alternate signer will login to OASys and enter the Tracking Number and PIN (also provided in the email).

Alternate signer will be taken to the “**Final Steps**” page, giving them the opportunity to e-sign (if validated) or print and sign a hard-copy signature page for your eNOI application. (See step 21 & step 22)



Email	Sign	Pay	Sent	
joe@email.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete

>>>



Department of Environmental Conservation

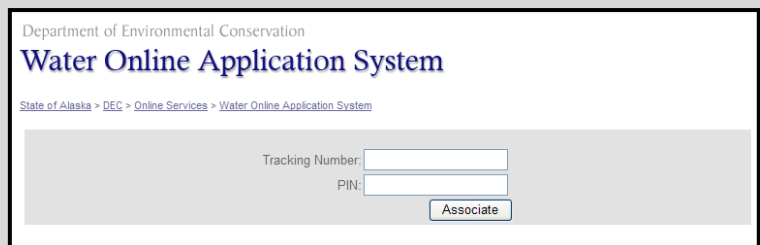
Water Online Application System

(john.randolph@alaska.gov) has identified you as the person responsible to sign for application number 'AKR05DA56' for the facility: 'John's testing'. This application is for a discharge under the Storm Water Multi-Sector General Permit eNOI AKR05.

In order to access this application, you will need the following Tracking Number and PIN:
Tracking Number: AKR05DA56
Pin: 5865

To continue, please visit the [Water Online Application \(https://mydev.state.ak.us/dec/water/opa/Associate.aspx\)](https://mydev.state.ak.us/dec/water/opa/Associate.aspx) site.
If you have any questions, please do not hesitate to email DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

To continue, please visit the [Water Online Application \(https://mydev.state.ak.us/dec/water/opa/Associate.aspx\)](https://mydev.state.ak.us/dec/water/opa/Associate.aspx) site.
If you have any questions, please do not hesitate to email DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.



Department of Environmental Conservation

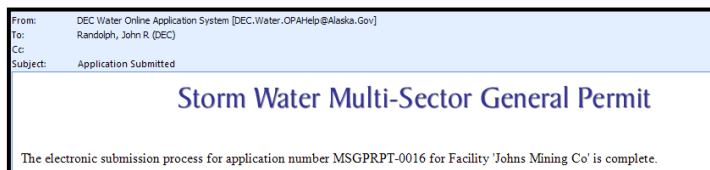
Water Online Application System

State of Alaska > DEC > Online Services > Water Online Application System

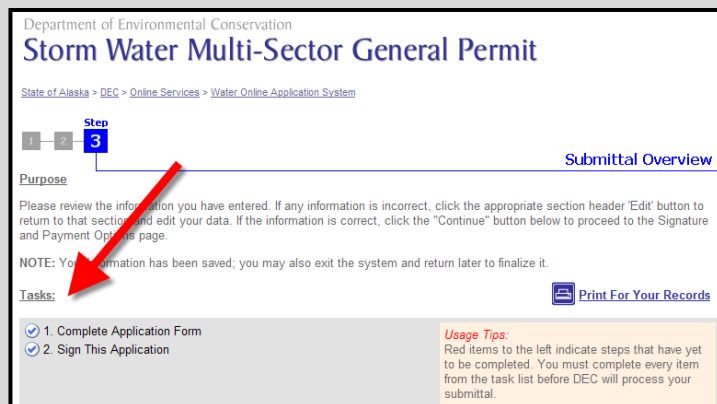
Tracking Number:

PIN:

2
4 Once the signature and payment steps are complete, an Acknowledgment Email will be sent to the email address associated with the applicant's **myAlaska** account.



2
5 If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.



For assistance, please call:

John Randolph at 907-465-5307, or
Kaitee Fleck at 907-465-5337